

UNITED STATES DISTRICT COURT  
DISTRICT OF VERMONT

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CLERK

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August 22, 2006

**NOTICE OF IMPLEMENTATION**  
**OF ELECTRONIC CASE FILES (ECF)**

Effective **October 2, 2006** the U.S. District Court for the District of Vermont will accept filings submitted electronically via the Court's Electronic Case Files (ECF) system.

**Registration**

Counsel (and approved parties) wishing to file via the ECF system must first register for an ECF account by submitting an [ECF Registration Form](#). Upon verification of the registrant's e-mail address, the Clerk's Office will issue an ECF log-in and password. By submitting a completed ECF Registration Form, the registrant consents to acceptance of electronic service of all documents and will be allowed (but not required) to file documents electronically. ECF Registration Forms are available from the Court's website, [www.vtd.uscourts.gov](http://www.vtd.uscourts.gov), and may be obtained from any district court Clerk's Office.

**Notices of Electronic Filing (NEFs)**

Please note that as part of the Court's ECF implementation, **all Electronic Notification Registration Forms currently on file with the Court will become invalid on October 2, 2006**. This is due to a significant change in the consent requirement to all electronic service under ECF as opposed to the previous consent requirement to electronic service of Court judgments, orders and notices. To begin or continue to receive NEFs after October 2, 2006, counsel (and approved parties) must submit an ECF Registration Form. Counsel currently receiving NEFs are encouraged to submit an ECF Registration Form prior to October 2, 2006 to avoid a lapse in NEF service.

**ECF Training**

ECF training will be provided by the Clerk's Office through orientation sessions held at the Burlington, Brattleboro and Rutland Courthouses or through an on-line tutorial and user manual which will be made available on the Court's website, [www.vtd.uscourts.gov](http://www.vtd.uscourts.gov). Prospective ECF filers are encouraged to check the Court's website for orientation schedules, training material and filing guidelines.

Questions regarding electronic filing and the ECF registration process should be directed to the CM/ECF Help Desk at (802) 951-6301 or [cmecfhelpdesk@vtd.uscourts.gov](mailto:cmecfhelpdesk@vtd.uscourts.gov).